

(b) On or after January 1, 1998, all licensed and certified real estate appraisers shall be required to attend a minimum 15-hour length course and pass an examination, given in conjunction with the course, on the Uniform Standards of Professional Appraisal Practice every other biennial renewal period.

New Rule, R.1997 d.23, effective January 21, 1997.
See: 28 N.J.R. 4724(a), 29 N.J.R. 369(a).

13:40A-5.5 Pre-approval of course offerings

(a) The Board shall maintain a list of all approved courses, lecturers and programs at the Board's offices and shall furnish this information upon request.

(b) An applicant seeking to take a course for continuing professional education credit which has not been pre-approved by the Board may apply to the Board for pre-approval of the course offering. The applicant shall submit information similar to that which is required to be supplied by course providers, as more fully detailed in N.J.A.C. 13:40A-5.9(a)2.

(c) Determinations as to whether to award credit for an offering which has not been pre-approved shall be entirely within the Board's discretion.

New Rule, R.1994 d.251, effective May 16, 1994.
See: 26 N.J.R. 903(a), 26 N.J.R. 2137(a).
Amended by R.1997 d.23, effective January 21, 1997.
See: 28 N.J.R. 4724(a), 29 N.J.R. 369(a).

13:40A-5.6 Acceptable course topics

(a) The Board shall approve only those continuing education activities and course topics as are deemed by the Board to be consistent with the purpose of continuing education. Examples of such course topics may include, but are not limited to: changes in the Uniform Standards of Professional Appraisal Practice; ad valorem taxation; arbitration; business courses related to practice of real estate appraisal; construction estimating; land use planning; zoning and taxation; management, leasing, brokerage, time-sharing; property development; real estate appraisal (valuation/evaluations), law, litigation, financing and investment;

real estate appraisal related computer applications; real estate securities and syndication; and real property exchange.

(b) The Board shall approve only such continuing education programs as are available and advertised on a reasonably nondiscriminatory basis to all real estate appraisers in the State.

(c) The Board may revoke approval of those continuing education activities and course topics deemed by the Board to no longer be consistent with the purpose of continuing education.

New Rule, R.1994 d.251, effective May 16, 1994.
See: 26 N.J.R. 903(a), 26 N.J.R. 2137(a).
Amended by R.1997 d.23, effective January 21, 1997.
See: 28 N.J.R. 4724(a), 29 N.J.R. 369(a).
Added (c).

13:40A-5.7 Sources of continuing education

(a) The licensee or certificate holder may obtain continuing education credits for the following:

1. Training programs offered by State or Federal agencies or commissions;
2. Educational programs provided during trade organization conferences;
3. Colleges or universities accredited by the New Jersey Commission on Higher Education or any state accrediting agency approved by the Board; community or junior colleges accredited by the New Jersey Commission on Higher Education; proprietary schools;
4. Seminars offered by real estate appraisal or real estate related organizations;
5. Seminars offered by vendors of commercial products, provided that at least one other commercial vendor from a different company participates in the seminar;
6. Participation, other than as a student, in appraisal education processes and programs, as approved by the Board.

i. Examples of activities for which credit may be granted include teaching appraisal courses, developing appraisal programs, authoring appraisal textbooks or articles, or participating in other like activities deemed by the Board to be equivalent to obtaining continuing education;

ii. No more than 10 hours of credit per biennial renewal cycle may be awarded for activities qualifying under this paragraph; and

7. Courses approved for initial certification and licensing, as referenced in N.J.A.C. 13:40A-2.3 (e), 2A.3(d) and 3.3 (e) provided the applicant has not previously taken the course in the six year period immediately preceding the biennial renewal deadline.

(b) The award of credit is subject to Board approval of the course offering either prior to filing the renewal application or upon submission of documentation required pursuant to N.J.A.C. 13:40A-5.8 at the time of license or certification renewal.

New Rule, R.1994 d.251, effective May 16, 1994.
See: 26 N.J.R. 903(a), 26 N.J.R. 2137(a).
Amended by R.1997 d.23, effective January 21, 1997.
See: 28 N.J.R. 4724(a), 29 N.J.R. 369(a).

13:40A-5.8 Required documentation

(a) Documentation of continuing education requirements shall consist of the following:

1. For courses, seminars and training programs approved by the Board, the licensee shall be required to maintain a "Uniform Continuing Education Form" or other form acceptable to the Board signed and dated by both the applicant and the course instructor(s), attesting that the licensee attended an approved continuing education offering. The licensee shall list the continuing education completed during the biennial licensing period on the Board-provided renewal application.

2. For participation other than as a student in appraisal education processes or programs:

i. A written request for continuing education credit which shall include at least the following information:

- (1) A description of the activities for which credit is sought;
- (2) The number of credits sought;
- (3) The time spent on such activities;
- (4) The reasons the applicant believes such activities meet the Board's continuing education requirements; and

(5) Any further information as may be requested by the Board;

ii. For publication of a book or an article in a professional journal, submission of the book or article;

iii. For teaching or research appointments, a statement of appropriate school authority verifying the appointment and a statement of the subject matter to be taught or the nature of the research to be performed.

(b) For courses, seminars or training programs which have not been pre-approved by the Board:

1. A copy of the course description and/or outline; and

2. A completed "Uniform Continuing Education Form" or other certified form acceptable to the Board or a signed and dated certification, from both the applicant and course instructor(s), attesting that the applicant attended the course listed and satisfactorily completed all course requirements.

(c) Falsification of any information submitted with the renewal application may result in penalties and/or the suspension or revocation of a license or certification.

(d) A licensed and certified appraiser shall be required to maintain records pertaining to his or her continuing education for at least four years from the date the course or seminar was taken.

New Rule, R.1994 d.251, effective May 16, 1994.
See: 26 N.J.R. 903(a), 26 N.J.R. 2137(a).
Amended by R.1997 d.23, effective January 21, 1997.
See: 28 N.J.R. 4724(a), 29 N.J.R. 369(a).
Substantially amended (a)1; and added (d).

13:40A-5.9 Responsibilities of continuing education providers

(a) All providers of continuing education courses shall:

1. Secure Board approval prior to advertising or otherwise representing that any course is approved for continuing education credit in New Jersey;

2. Submit, for each course for which appraisal is sought, the following for evaluation by the Board;

i. A detailed description of course content and estimated hours of instruction;

ii. Any printed material describing the course;

iii. A description of the method used to monitor attendance and the policy for making up missed classes;

iv. A curriculum vitae of the instructor(s), including information concerning the specific background which qualifies the instructor to teach the particular course offering;

v. Any additional information as may be requested by the Board; and

vi. The name of the instructor(s) proposed to teach the course or seminar; and

3. Monitor the attendance at each approved course and provide the Board with a roster of attendees within 30 days of the conclusion of the program.

New Rule, R.1994 d.251, effective May 16, 1994.
 See: 26 N.J.R. 903(a), 26 N.J.R. 2137(a).
 Amended by R.1997 d.23, effective January 21, 1997.
 See: 28 N.J.R. 4724(a), 29 N.J.R. 369(a).
 Inserted (a)2vi.

13:40A-5.10 Extensions

(a) An applicant for biennial renewal may request in writing an extension of time to satisfy continuing education requirements.

(b) An extension may be granted at the sole discretion of the Board if the applicant provides evidence satisfactory to the Board that he or she was unable to obtain the required education because of an incapacitating illness, military assignment or other extraordinary circumstance.

(c) Whether to grant an extension request and the length of time of any extension shall be discretionary determinations made on a case-by-case basis by the Board.

(d) The licensee or certificate holder granted an extension of time to satisfy continuing education requirements will be permitted to renew his or her license or certificate for the period of time for which the extension is granted.

New Rule, R.1994 d.251, effective May 16, 1994.
 See: 26 N.J.R. 903(a), 26 N.J.R. 2137(a).

SUBCHAPTER 6. STANDARDS FOR APPRAISERS

13:40A-6.1 General requirements

(a) The appraiser shall ensure that all appraisals shall, at a minimum conform to the Uniform Standards of Professional Appraisal Practice (USPAP) in effect the date on which the appraisal was prepared, which standards are incorporated herein by reference.

(b) An appraiser's failure to comply with the provisions of this subchapter may be construed to be professional misconduct in violation of N.J.S.A. 45:1-21(e).

Amended by R.1997 d.23, effective January 21, 1997.
 See: 28 N.J.R. 4724(a), 29 N.J.R. 369(a).
 Substantially amended (a); deleted (b); and recodified former (c) as (b).

SUBCHAPTER 7. GENERAL PROVISIONS

13:40A-7.1 Fee schedule

(a) Charges for credentialing, certification, licensure and other services are as follows:

1. Application fee:
 - i. Certified General Real Estate Appraiser \$125.00
 - ii. Certified Residential Real Estate Appraiser \$100.00
 - iii. Licensed Real Estate Appraiser \$ 75.00
2. Credentialing fee: \$125.00
3. Initial certification fee, general real estate appraiser
 - i. During the first year of a biennial renewal period \$300.00
 - ii. During the second year of a biennial renewal period \$150.00
4. Initial certification fee, residential real estate appraiser
 - i. During the first year of a biennial renewal period \$300.00
 - ii. During the second year of a biennial renewal period \$150.00
5. Initial license fee
 - i. During the first year of a biennial renewal period \$300.00
 - ii. During the second year of a biennial renewal period \$150.00
6. Certification renewal fee for general real estate appraiser, biennial \$300.00
7. Certification renewal fee for residential real estate appraiser, biennial \$300.00
8. License renewal fee, biennial \$300.00
9. Late renewal fee: \$100.00
10. Temporary visiting registration fee: \$100.00
11. Reciprocity Application fee: \$ 75.00
12. Reinstatement fee: \$150.00
13. Duplicate wall certificate fee: \$ 40.00
14. Duplicate registration certificate fee: \$ 25.00
15. Change of name or address fee: \$ 25.00
16. Verification of certification/licensure: \$ 40.00
17. Verification of continuing education credits: \$ 40.00
18. Federal surcharge, biennial: \$ 50.00
19. Apprentice permit fee; annual \$ 75.00

Amended by R.2000 d.20, effective January 18, 2000.
 See: 31 N.J.R. 2870(a), 32 N.J.R. 321(a).
 In (a), increased fees in 3 through 8 and 19.

13:40A-7.2 Disclosure of title and license number

An appraiser shall include on all appraisal reports, wherever his or her signature appears, the appraiser's designation and state license or certification number. The appraiser shall use only the designations permitted pursuant to N.J.A.C. 13:40A-6.3.

13:40A-7.3 Use of designations and abbreviations

(a) The following shall apply in connection with the use of designations and abbreviations on appraisal reports or in any advertisement or public representation:

1. Individuals holding a current valid real estate appraiser certificate or license may use only the following designations and abbreviations to indicate the type of certificate or license held: